

OCS DISTRIBUTION LIST OF REPORTS PREPARED FOR
THE OFFICE OF LOGISTICS

FREQUENCY LEGEND:

MM - Mid-month cutoff

ME - Month-end cutoff

SA - Semi-Annual

A - Annual

R - Request

Q - Quarterly

<u>Job Number</u>	<u>Report Description</u>	<u>Frequency</u>	<u># Copies</u>	<u>Distribution</u>
100	Document Control Exceptions Report	MM-ME	1	DSCB
101	Headquarters Error Read Outs	MM-ME	6	1-OCS 2-DSCB 3-CCDB
103	Location 904 Error Read Outs	MM-ME	3	1-OCS 2-CCDB
104	Location 914 Error Read Outs	MM-ME	3	1-OCS 2-CCDB
105	Headquarters Activity Register	ME	6	1-OCS (VM) 1-DSCB 4-CCDB
107	Location 904 Activity Register	ME	1	CCDB
108	Location 914 Activity Register	ME	1	CCDB
109	Demand and Issue Activity Register	ME	1	CCDB
110	Due In Activity Register	ME	3	1-DSCB 2-CCDB
111	Due Out Activity Register	ME	3	1-DSCB 2-CCDB
112	OE Demand & Issue Activity Register	ME	1	CCDB
113	Inventory Adjustment Report	R	1	CCDB

<u>JOB NUMBER</u>	<u>REPORT DESCRIPTION</u>	<u>FREQUENCY</u>	<u># COPIES</u>	<u>DISTRIBUTION</u>
114	RIA Stock On Hand Revaluation	MM-ME	2	1-OCS 1-CCDB
115	RIA Property In Use Revaluation	MM-ME	2	1-OCS 1-CCDB
116	RIA Property On Loan to Others Revaluation	MM-ME	2	1-OCS 1-CCDB
117	Headquarters Consolidated Activity Register	SA	5	1-OCS (VM) 1-DSCB 3-CCDB
119	Location 904 Consolidated Activity Register	SA Jun - Dec	1	CCDB
120	Location 914 Consolidated Activity Register	SA Jun - Dec	1	CCDB
121	Location 904 Demand and Issue Activity Register	ME	1	CCDB
122	Allocation 05 Activity Register	ME	1	CCDB
200	Stock On Hand Status Report	ME	6	1-OCS (VM) 1-DSCB 4-CCDB
201	Property In Use Status Report	ME	3	1-OCS 1-CCDB 1-BSB GJ26 Hqs.
202	Property On Loan to Others Status Report	ME	2	1-OCS (VM) 1-CCDB

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<u>JOB NUMBER</u>	<u>REPORT DESCRIPTION</u>	<u>FREQUENCY</u>	<u># COPIES</u>	<u>DISTRIBUTION</u>
203	Property on Loan From Others Status Report	ME	2	1-OCS (VM) 1-CCDB
206	Location 904 Stock Status Report	ME	1	CCDB
207	Location 914 Stock Status Report	ME	1	CCDB
208	Condition 3 Stock Status Report	ME	4	2-CCDB 2-[redacted] STA
209	Condition 5 Stock Status Report	ME	2	[redacted] STA
212	Allocation 08 Stock Status Report	ME	2	1-CCDB 1-[redacted] STA
213	ELINT Stock Status Report	ME	1	DDST 2F39 Hqs.
214	Allocation 23 Stock Status Report	ME	2	CCDB
215	COG Office M Stock Status Report	ME	2	1-Med 1D4065 Hqs. 1-Medical Technician [redacted] STA

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216	Allocation 91 Stock Status Report	ME	3	Security 4E49 Hq. STA
218	FBIS Allocated Stock Status Report	Q Mar - Jun Sep - Dec	7	FBIS [REDACTED]
219	Commo Equipment Managers Stock Status Report	Q Mar - Jun Sep - Dec	2	CCDB
220	ORD Allocated Stock Status Report (DODAC)	ME Mar - Jun Sep - Dec	3	CCDB
221	MB/SOD Allocated Stock Status Report	ME	2	SOD/LOG GG-2701
222	Cognizant Office T/Allocation 61 Stock Status Report	ME	6	CCDB
223	Selected Property In Use Account CMR's	R	3	CCDB
224	Commo Limited Standard and Obsolete Stock Status Report	ME	1	CCDB
225	Obsolete Items Stock Status Report	ME	1	CCDB
STAT	[REDACTED]-SOD Allocated Stock Status Report	ME	2	SOD GG-2701 STA

<u>JOB NUMBER</u>	<u>REPORT DESCRIPTION</u>	<u>FREQUENCY</u>	<u># COPIES</u>	<u>DISTRIBUTION</u>
228	TSD Condition 3 Stock Status Report	Q Mar - Jun Sep - Dec	4	CCDB
230	Allocation 09 Stock Status Report	Q Mar - Jun Sep - Dec	1	CCDB
231	No Issue Status Report	SA Jun- Dec	2	CCDB
232	Condition 7 Stock Status Report	ME	2	CCDB
233	Inventory Stratification Report	Q Mar- Jun Sep - Dec	4	CCDB
234	NSA Stock Status Report	SA Jun - Dec	3	CCDB
235	Allocation 10 Stock Status Report	ME	1	CCDB
236	Allocation 75 Stock Status Report	Q Mar- Jun Sep- Dec	2	CCDB

<u>Job Number</u>	<u>Report Description</u>	<u>Frequency</u>	<u># Copies</u>	<u>Distribution</u>
300	Receipts & Issues Report	MM-ME	4	1-Finance 1-OCS 1-DSCB 1-CCDB
301	Ledger Postings	MM-ME	2	1-Finance 1-OCS
302	Stock On Hand Acquisition Difference 4251	MM-ME	3	1-Finance 1-OCS 1-CCDB
303	Stock On Hand Acquisition Difference 4255	MM-ME	3	1-Finance 1-OCS 1-CCDB
304	Property In use Acquisition Difference 4251	MM-ME	3	1-Finance 1-OCS 1-CCDB
305	Property In Use Acquisition Difference 4255	MM-ME	3	1-Finance 1-OCS 1-CCDB
306	Property On Loan To Others Acquisition Difference 4255	MM-ME	3	1-Finance 1-OCS 1-CCDB

<u>Job Number</u>	<u>Report Description</u>	<u>Frequency</u>	<u># Copies</u>	<u>Distribution</u>
307	Monetary Value of Stock On Hand	ME	3	1-Finance 1-OCS 1-CCDB
308	Monetary Value of Property In Use	ME	3	1-Finance 1-OCS 1-CCDB
309	Monetary Value of Property On Loan To Others	ME	3	1-Finance 1-OCS 1-CCDB
310	Monetary Value of Property On Loan From Others	ME	3	1-Finance 1-OCS 1-CCDB
311	Fiscal Year Transaction Totals	A July	2	1-Finance 1-OCS
313	OCS Internal Balancing Report (Control Totals)	MM-ME	1	OCS
314	OCS Internal Balancing Report (Monthly Transaction Totals)	MM-ME	1	OCS

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<u>JOB NUMBER</u>	<u>REPORT DESCRIPTION</u>	<u>FREQUENCY</u>	<u># COPIES</u>	<u>DISTRIBUTION</u>
400	FIIN Nomenclature Catalog	ME	4	3-CCDB 1-DSCB
401	Alpha Nomenclature Catalog and/or Supplements	ME Jan - Feb Apr - May Jul - Aug Oct - Nov Mar - Jun Sep - Dec	4 12	3-CCDB 1-DSCB 11-CCDB 1-DSCB
405	SAC Letter Duplimats	ME	1	CCDB
406	Nomenclature 5x8 Cards	MM-ME	1	CCDB
407	Stock Number Changes, Deletions, and/or Consolidations Report	MM-ME	6	1-[redacted] 2-DSCB 3-CCDB

STAT

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<u>JOB NUMBER</u>	<u>REPORT DESCRIPTION</u>	<u>FREQUENCY</u>	<u># COPIES</u>	<u>DISTRIBUTION</u>
414	Deleted Nomenclature	S/A Mar - Sep	1	CCDB
415	CHG To/CONSOL WITH Nomenclature	S/A Mar - Sep	1	CCDB

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<u>JOB NUMBER</u>	<u>REPORT DESCRIPTION</u>	<u>FREQUENCY</u>	<u># COPIES</u>	<u>DISTRIBUTION</u>
500	Shortage Report for Replenishment Action	MM-ME	3	CCDB
502	Pre-Inventory Stock Status Report	R	1	CCDB
503	Inventory Count Slips (5x8's)	R	1	CCDB
504	Inventory Count Slip Register	R	1	CCDB
508	Price Duplimats	SA Mar - Sep	1	CCDB
509	Inventory of Property In Use Accounts	Q Mar - Jun Sep - Dec	2	1-CCDB 1-OCS (VM)
510	Obsolete Items Report	Q Mar - Jun Sep - Dec	3	1-CCDB 2-[] STA
511	Cost Accounts and Accounts Payable	ME-MM	1 Mag Tape	OCS

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<u>Report No.</u>	<u>Report Title</u>	<u>Frequency</u>	<u>No. Copies</u>	<u>Distribution</u>
403	DLSC Cross Reference Stock Number to Manufacturers Part Number	ME	2	CCDB
404	DLSC Cross Reference Manufacturers Part Number to Stock Number	ME	2	CCDB
408	DLSC PREF and/or REPL Items Report	ME	2	CCDB
409	DLSC Descrepancies	R	1	CCDB
410	DLSC Transaction Errors	ME	1	CCDB
411	Reference No. - Stock No.	R	1	CCDB
412	Stock Number - Reference No.	R	1	CCDB
413	DLSC AUTODYN DATA Report	R	1	Handcarry or CCDB
416	Manufacturer Supply Code for Manufacturers (FSCM)	R	1	CCDB
417	Manufacturer Name Cross Reference to Federal Supply Code for Manufacturers (FSCM)	R	1	CCDB

FREQUENCY: ME - MONTH-END CUTOFF
A - ANNUAL
R - REQUEST

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Formal No.	Report Title	Type of Copies	Approved For Release 2006/11/13 : CIA-RDP75-00399R000100200010-4	Authorizing Circ.	Prepared by	Entered	Manual Reports	Computer	Report's					
		Report	Revised	Frequency	Distribution	Pencasing	Source	Number	Components	Reports	man-hours	Costs	man-hours	Costs
1	RSS 1 Program Call	5	1	6	1	2	To O/PPB	Memo	SSS/ADMM	3	189	154458	-	-
2	RSS 2 Office Extraneous	5	3	8	1	2	To O/PPB	MEMO	SSS/ADMM	-	90	58070	-	240 2
3	IPC 01 ADP Inventory - Fermat C	5	1	2	2	1	To EOP/BOS	CIR. A-83	BDS/IPC	7	24	22560	-	179 3
4	IPC 02 Proj. EDPE Gauss - Fermat C	5	1	2	2	1	To do	do	do	7	4	3760	-	524 4
5	IPC 03 Actual EDPE Gauss - Fermat C	5	1	2	2	1	To do	do	do	7	4	3760	-	27 5
6	IPC 04 EDPE Utilization - Fermat D	5	1	2	2	1	To do	do	do	7	4	3760	-	09 6
7	IPC 05 EDPE Acquisition History Fermat D	5	1	2	2	1	To do	do	do	7	4	3760	-	09 7
8	IPC 06 Management Summary Fermat FGHIJK	5	1	2	1	1	To do	do	do	7	8	7520	-	27 8
9	IPC 07 ADP Management	4	2	2	2	2	To EOP/BOS	CIR A-79	do	7	48	45120	-	- 9
0	IPC 08 IHC Report	4	2	2	2	2	To IHC/BOS	D-130/4	do	7	48	45120	-	- 10
1	RAB 1 Vital Records Protection Status Rep.	4	1	2	1	2	To GSA/MARS	FPM REG	SSS/RAB	-	18	11306	-	- 11
2	RAB 2 Stand Firm B6 - Summary of Rec Holdings	4	1	2	1	2	To GSA/MARS	FPM REG	SSS/RAB	1	1	504	-	- 12
3	RAB 3 Budget and Program Call	4	3	3	1	2	To O/MBRS	MBR/MOS	SSS/RAB	-	144	186824	-	- 13
4	RAB 4 Recs Management Program Report	2	3	3	2	2	To SSS/RAB/ODS	HR	SSS/RAB	-	146	124394	-	STAT 14
5	RAB 5 Recs Mgmt Board Report by Rec Length	1	2	10	2	10	To DOS	MEMO	SSS/RAB	5	400	45040	-	- 15
6	RAB 6 Term Mgmt Acclerant	2	4	4	12	4	To SSS/RAB/HR	HR	SSS/RAB	1	24	18732	-	STAT 16
7	RAB 7 Term Mgmt State List Numerical Alphabetic OPI	2	4	12	4	48	To do	do	do	1	-	-	-	5000 17
8	RAB 8 Term Mgmt - OPI Report	2	4	4	58	To do	do	do	1	-	-	-	-	
9	RAB 9 Annual Report - Inventory to C/RAB	4	1	2	1	2	To GSA/MARS	FPM REG	do	3	5073	1748486	-	- 18
0	RAB 10 Records Mgmt Conf Report	2	3	3	2	2	To SSS/RAB	MEMO	do	-	6	3744	-	- 19
1	AIC 1 Monthly Report	1	3	3	12	1	To SSS/RAB	MEMO	SSS/AIC	3	11182	503232	-	- 20
2	AIC 2 Six Month Acclerant Report	1	3	2	2	1	To do	do	do	1	60	14310	-	- 21
3	AIC 3 Annual Report	1	3	12	1	8	To do	do	do	1	150	31208	-	- 22
4	AIC 4 Record of Holdings	1	1	4	4	43	To do	do	do	2	26280	248528	-	- 23
5	AIC 5 Quarterly Report	1	1	12	4	8	- do	do	do	1	841	12528	-	- 24
6	RCB 1 Reg Control - Quarterly Job Status Rep.	1	1	2	4	2	To ?	?	SSS/RPCB	-	12	3990	-	- 25
7														26
8														27
9														28
0														29
1														30

OMS Components:

EXEC - Executive Staff
SUPPORT - Support Division
MAG - Medical Action Groups
FMO - Field Medical Office
PS - Psychiatric Staff
SPD - Selection Processing Division
NB - Nursing Branch, Clinical Div.
CD - Clinical Division
LB - Laboratory Branch, Clinical Div.
IMB - Immunization Branch, Clinical
RB - Registration Branch, Support Div.

No.	Report Title	Type of Report	Copies Prepared	Frequency	Distributed	Processing	Source	Site Number	Plaintiff	Defendant	Manual Reports	Computer Reports	Manual Costs	Computer Costs	
1	OMS-1	Wkly Activity Rpt.	7	2	5	52	1	720	DDS	Analyst 65-7	OMS Exec	10	260	2088-	-
2	OMS-2	Highlights	7	3	4	1	1	720	DAS	Memo 8/16/7	OMS Exec	-	18	218-	-
3	OMS-3	Wkly Duty Officer Rpt.	1	2	2	52	1	720	OMS	Reg 15-16	OMS Summary	-	52	338-	-
4	OMS-4	MOE Duty Officer Rpt.	1	2	1	26	1	720	OMS/DIR	ORAL	OMS MAG	-	7	4550	-
5	OMS-5	Monthly Field Medical Report	1	3	5	12	2	720	OMS/DIR	LBS 4 INST	OMS FMO	11	48	2910-	-
6	OMS-6	Physiologist Staff Statistical Rpt.	1	1	4	12	3	720	OMS/DIR	Form*	OMS/PS	-	48	19044	-
7	OMS-7	Rpt Current Health Form & Trnsl. Cased	1	2	4	52	3	720	OMS/DIR	?	OMS/PS	-	52	32396	-
8	OMS-8	[Redacted] Gtly Rpt.	1	2	3	4	2	720	OMS/DIR	?	OMS/PS	-	.8	704	-
9	OMS-9	Refector Study Gtly Rpt.	1	2	3	4	2	720	OMS/DIR	?	OMS/PS	-	8	704	-
10	OMS-10	Program Review of Regd. File Appd. for Emply.	1	2	3	4	2	720	OMS/DIR	?	OMS/PS	-	8	8584	-
11	OMS-11	SPD - Mthly Statistical Rpt.	1	1	7	12	1	720	OMS/DIR	?	OMS/SPD	5	168	52958	-
12	OMS-12	NB-OMS - Mthly Rpt.	1	1	1	12	1	720	OMS/CIO	?	OMS/NB	3	36	20172	-
13	OMS-13	LB/OMS - Mthly Rpt.	1	1	1	12	1	720	OMS/CIO	?	OMS/LB	24	13764	-	
14	OMS-14	LB/OMS - Mthly Rpt.	1	1	1	12	1	720	OMS/CIO	Form?	OMS/LB	1	12	48-	-
15	OMS-15	Mthly Rpt. - Phys. Requirements. App.	1	1	2	12	2	720	OMS/DIR	?	OMS/RB	1	24	72-	-
16	OMS-16	Program Plans	5	3	11	1	3	720	O/PPB	MEMO	OMS/SUPPORT	8	288	3130-	-
17	OMS-17	SDP Recr - Alpha Med Codes/errrcc	3	4	1	4	1	720	OP/DIR	ORAL	COMMITTEE RPT.	-	96	480-	20-
18	OMS-18	SDP Recr - Alpha by Med Codes	3	4	1	4	1	720	OP/DIR	ORAL	do	-	96	480-	20-
19	OMS-19	Alpha listing of SDP Recr.	3	4	2	4	2	720	OP/DIR	do	do	-	192	960-	-
20	OMS-20	Ltr. Med. Letter on CP	7	4	-	12	1	720	OP/DIR	?	do	-	192	960-	-
21	OMS-21	DSR - OMS - Optional Only	1	3	7	4	8	720	OMS/DIR	?	OMS/SUPPORT	1	48	224-	-
22	OMS-22	Acctg - Import Land	7	1	3	12	2	720	OF/MNS	?	OMS/SUPPORT	1	24	114-	-
23	OMS-23	Rpt. of Encumbrances	7	1	3	12	2	720	OF/MNS	?	OMS/SUPPORT	7	48	306-	-
24	OMS-24	Off. Lst - OMS	5	3	11	1	3	720	O/PPB	?	OMS/SUPPORT	3	194	1487-	-
25	OMS-25	Rpt. Acctg - Medical Supply	7	1	5	12	2	720	OP/DIR	?	OMS/SUPPORT	-	12	72-	-
26	OMS-26	Consolidated Rpt - Dpo. Hlgy. & ADP. mgmt.	7	2	3	2	1	720	IPC/DDS	MEMO 7/25/74	OMS/SUPPORT	-	6	42-	-
27	OMS-27	Rpt. OMS - Board Activities	1	2	1	4	1	720	OMS	Reg [Redacted]	OMS/EXEC	7	8	840-	-
28														STAT	
29														28	
30														29	
31														30	

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-0115

RPT #	DESCRIPTION	MACH.	PROG #	DIST	FREQ	FORM PT	PRG	OFF	VR	RC	CL	RETENTION	PROJ.	COM RPT	H M H M - SEQ #
800	PATB SCORING LIST	70008202	T-02	MED	P	143	1	ER				M5	21325	10	38660
801	STRONG SCORE LIST		T-03A	MED	P	143	1	ER				M5	21325	10	38260
12															
11															
10															
9															
8															
7															
6															
5															
4															
3															
2															
1															

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S F C R E T

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RPT #	DESCRIPTION	MACH.	PROG #	DIST	FREQ	FORM PT	PRG	OFF	VR	RC	CL	RETENTION	PROJ	COM RPT	
PLT #															
976D	GSA DELETIONS-BADGE#	EAM PROC		OS	M	116	4					S5	26334		46840
977A	VNE ALPHA LISTING	EAM PROC		OS	M	143	4					S5	26334		46940
977B	VNE ALPHA/OFF EXPIRE	EAM PROC		OS	M	143	4					S5	26334		46960
977C	VNE BADGE NUMBER	EAM PROC		OS	M	143	4					S5	26334		46980
977D	VNE DELETIONS ALPHA	EAM PROC		OS	M	143	3					S5	26334		47000
977E	VNE DELETIONS BADGE#	EAM PROC		OS	M	143	3					S5	26334		47020

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RPT #	DESCRIPTION	MACH	PLT #	PROG #	DIST	FREQ	FORM PT	PRG	RETENTION			PROJ NO.	COM RPT H M H M	SEQ #
									OFF	VR	RC			
590B	SANCA Z NUMBER ACCT.			EP590D	PU	P	143	1	AT			S5	26056	00576
590C	SANCA STATISTICS RPT			EP590D	PU	P	143	1	AT			S5	26056	00578
949A	CREDENTIALS ALPHA	EAM PROC			OS	M	116	6				S5	26334	46080
949B	CRED FRMS ALPHA-OFF	EAM PROC			OS	M	116	4				S5	26334	46100
949C	CRED EXP F-FAA-CR-ID	EAM PROC			OS	M	116	4				S5	26334	46120
949D	CRED FRMS-FAA ALPHA	EAM PROC			OS	M	116	4				S5	26334	46140
949E	CREDENTIALS CRED #	EAM PROC			OS	M	116	6				S5	26334	46160
959A	C-P TEL BADGE ALPHA	EAM PROC			OS	M	116	5				S5	26334	46360
959B	C-P TELEPHONE BADEG#	EAM PROC			OS	M	116	4				S5	26334	46380
959C	C-P TEL DELS ALPHA	EAM PROC			OS	M	116	3				S5	26334	46400
959D	C-P TEL DELS BADGE #	EAM PROC			OS	M	116	3				S5	26334	46420
972	WATCHMAN POST CARDS	EAM PROC			OS	Q	CARD					S5	26334	46480
973A	VNE-WP Curr BAL FWDS	EAM PROC				Q	116	1				S5	26334	46580
973B	VNE-WP ACCUM BAL FWD	EAM PROC				Q	116	1				S5	26334	46600
973C	VNE-WP ALPHA LISTING	EAM PROC				Q	143	4				S5	26334	46620
973D	VNE-WP ALPHA BY OFF	EAM PROC				Q	143	3				S5	26334	46640
973E	VNE-WP BADGE# LIST	EAM PROC				Q	143	3				S5	26334	46660
973F	VNE-WP EXPIRED BADGE	EAM PROC				Q	143	2				S5	26334	46680
975	BADGE ERROR LIST	CARD-TAP	S-04		SRB	M	143	1	GR			B5	26304	18540
975A	BADGE NO # SEQUENCE	70015400	S-07	***	M	116	3	GR				B5	26304	45 18600
975B	ALPHA NAME SEQUENCE	70015400	S-07	***	M	116	8	GR				B5	26304	45 18620
975C	STAFF BAD DEL BA SEQ	70015400	S-07	***	M	116	2	GR				B5	26304	10 18640
975D	STAFF BAD DEL ALPHA	70015400	S-07	***	M	116	2	GR				B5	26304	10 18660
975E	BADGE AREA-AREA CODE	70022700	S-13	***	Q	116	3	GR				B5	26304	30 18740
975F	CONTRACT-NON-AGY EMP	70022700	S-13	***	Q	116	3	GR				B5	26304	10 18760
975G	NON-AGENCY EMPLOYEES	70022700	S-13	***	Q	116	3	GR				B5	26304	10 18780
976A	GSA ALPHA LISTING	EAM PROC			OS	M	116	6				S5	26334	46780
976B	GSA BADGE NUMBER	EAM PROC			OS	M	116	6				S5	26334	46800
976C	GSA DELETIONS-ALPHA	EAM PROC			OS	M	116	4				S5	26334	46820

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SECRET

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RPT #	DESCRIPTION	MACH	PROG #	DIST	FREQ	FORM	PT	PRG	OFF	VR	RC	CL	PLT #	RETENTION	PROJ	COM RPT	SEQ #
500A	SPECLE ERROR TRANS		EP500A	PU	P	143		1	RW				S5	26070		00260	
500B	SPECLE TRANS LISTING		EP500B	PU	P	143		1	RW				S5	26070		00300	
500C	SPECLE UPDATE ERRORS		EP500B	PU	P	143		1	RW				S5	26070		00320	
500D	SPECLE REQUEST LIST		EP500C	PU	P	143		V	RW				S5	26070		00360	
500E	SPECLE REQ ERR LIST		EP500C	PU	P	143		1	RW				S5	26070		00380	
550A	SCRAMBLE 3X5 CARDS		EP550A	PU	R	3X5		1	ST				S5	26025		16140	
580A	CASES IN PROCESS		EP580C	PU	P	143		V	GF				S5	26027		00720	
580B	CASES CLOSED /MONTH		EP580C	PU	P	143		V	GF				S5	26027		00740	
580C	MISC STATISTICS		EP580C	PU	P	143		V	GF				S5	26027		00760	
580D	OV/COV CASES OPENED		EP580C	PU	P	143		V	GF				S5	26027		00780	
580E	CASES PENDING		EP580D	PU	P	143		V	GF				S5	26027		00820	
580F	CAPER ERROR LIST		EP580D	PU	P	143		V	GF				S3	26027		00840	
580G	TIME FACT/CLOSED/CAS		EP580D	PU	P	143		V	GF				S5	26027		00860	
580H	PROC/TIME CLOSED/CAS		EP580D	PU	P	143		V	GF				S5	26027		00880	
580I	TYPE-4 CLOSINGS		EP580D	PU	P	CARD			GF				S5	26027		00900	
580J	OV CASES CLOSED		EP580D	PU	P	143		V	GF				S5	26027		00920	
580K	DEF/STATUS CASES		EP580F	PU	P	143		V	GF				S5	26027		01560	
580L	STAT IN APPRASIAL 1		EP580H	PU	P	143		V	GF				S5	26027		01040	
580M	STAT IN INVEST 1		EP580H	PU	P	143		V	GF				S5	26027		01060	
580N	STAT PRELIM REVIEW 1		EP580H	PU	P	143		V	GF				S5	26027		01080	
580P	STAT IN SECURITY/REP		EP580H	PU	P	143		V	GF				S5	26027		01100	
580Q	STAT IN APPRASIAL 1		EP580H	PU	P	143		V	GF				S5	26027		01120	
580R	STAT IN INVEST 1		EP580H	PU	P	143		V	GF				S5	26027		01140	
580S	STAT PRELIM REVIEW 1		EP580H	PU	P	143		V	GF				S5	26027		01160	
580T	STAT IN SECURITY/REP		EP580H	PU	P	143		V	GF				S5	26027		01180	
580U	STATUS IN INVEST		EP580H	PU	P	143		V	GF				S5	26027		01760	
590A	SANCA UPDATED 3X5		EP590C	PU	P	3X5		1	AT				S5	26056		00572	

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100200010-4

SECRET

Security

ATS - Administration & Training Staff
SR&CD - Security Records Communications Div
PSD - Physical Security Div

STAT

OP - Operations Branch
SS - Safety Staff

STAT

ARB - Advanced Requirements Branch
TD - Technical Division
EOP - Executive Office of the President
PRSN - Personnel Security Branch
EPD - Executive & Planning Div.
SRS - Security Research Staff
IPB - Information Processing Branch

STAT

EX - Executive Staff
IOS - Security for Investigations Operational Support
SAFEHOUSE - Safehouse Manager

Office of Security

Control No.	Report Title	Type of Report	Number Prepared	Frequency	Distribution	Processing	Authority Cite	Preparing Source	Number Concurrent	Leader Report	Manual Procedure	Reports Cost	Computer Markups	Reports Cost	13
1	Monthly Personnel Report	1	3	8	12	3	XO	AT&S	-	AT&S	-	24	9240	-	1
2	Personnel Practices & Replacement Letters	1	4	14	4	7	XO	AT&S	-	do	-	8	4648	-	2
3	Mudcarrier Status Report	1	1	1	1	1	XO	Carservice	-	do	-	16	12632	-	3
4	Status of Funds	1	1	10	12	6	XO	OS	-	do	+2	125	147300	-	4
5	Operating Program (Feder)	5	3	10	1	2	-	OPPB	-	ALL	-	136	354400	-	5
6	Congressional Budget Submission	5	3	7	1	2	yes	OPPB	-	AT&S	Various	116	81600	-	6
7	Officer Estimates	STAT	5	3	10	1	2	yes	OPPB	-	do	304	225000	-	7
8	Weekly Personnel Opt.	1	3	8	52	3	XO	AT&S	-	do	-	208	110546	-	8
9	Report of Activities	STAT	2	3	4	2	XO	OS	-		-	48	26864	-	9
10	Report of Activities		1	2	3	4	XO	do	-		-	48	30832	-	10
11	Report of Activities		1	2	3	4	XO	do	-		-	48	35824	-	11
12	Report of Activities		1	2	3	4	XO	do	-		-	48	30832	-	12
13	Report of Activities		1	2	3	4	XO	do	-		-	48	30832	-	13
14	Report of Activities		1	2	3	4	XO	do	-		-	48	26864	-	14
15	Report of Activities		1	2	3	4	XO	do	-		-	48	30832	-	15
16	Report of Activities	STAT	1	2	3	4	XO	do	-		-	48	26864	-	16
17	Report of Activities - Proj.		1	2	3	4	XO	do	-		-	48	41424	-	17
18	Report of Activities		1	2	3	4	XO	do	-		-	48	30832	-	18
19	Report of Activities		1	2	3	4	XO	do	-		-	48	41424	-	19
20	Report of Activities		1	2	3	4	XO	do	-		-	48	30832	-	20
21	Daily Log of Retired Selng. Sec. Files	1	1	6	12	1	XO	OS	DIR 68-1	Scheduled	-	24	7560	-	21
22	Daily Log of Selng. Security Files	1	1	Series	12	1	XO	do	do	do	/	324	102060	-	22
23	Case Analysis Br. Uply. Rpt.	1	1	3	1	1	XO	do	Not S8-7	do	=	1	211	-	23
24	Compartiment Info Br. Daily Rpt.	3	1	2	12	1	XO	OS	DOO1	Memorandum	/	24	27192	-	24
25	Case Analysis Br. Daily Selng. Case Status Rpt.	1	1	3	12	1	XO	OS	NOT S8-7	do	/	4	1680	-	25
26	Daily Statistical Rpt. - Records Branch	1	1	4	12	1	XO	do	do	do	/	5	2832	-	26
27	Daily Statistical Rpt. - Records Branch	1	1	3	52	1	XO	do	do	do	/	16	8216	-	27
28	Records Branch Uply. Statistical Rpt.	1	1	3	1	1	XO	do	do	do	/	8	4291	-	28
29	Daily Prod. Rpt. - Computer Support Section	1	1	1	252	1	XO	do	do	do	/	50	32508	-	29
30	Daily Log of Files Section Activity	1	1	1	252	1	XO	do	do	do	/	50	19908	-	30
31	Daily Log of Indices Section Actions	1	1	1	252	1	XO	do	do	do	/	25	13104	-	31
32	Daily Case Statistical Rpt.	1	1	5	252	1	XO	do	do	do	/	76	238140	-	32
33	Regional Security Sup. Staff Opt. of Activities	1	2	5	4	2	XO	OS	do	do	-	48	41424	-	33
34	Temporary Regional Sec. Staff Activities Opt.	1	2	3	4	2	XO	do	-		-	48	41424	-	34
35	Log out 1	1	1	4	12	7	XO	OS	-		-	48	41424	-	35

Office of Security

Control No.	Report Title	Type of Report	Number	Prepared	Frequency	Distribution	ADP Processing	Authority	Citee	Preparing Component	Feeder	Manual Reports	Computer Reports		
											Request	Manuscript	Machine		
											Cost	Cost	Cost		
1	Initial Acoustic Conf. Loss & Comb. Errors Ctrd.	3	1	4	1	2	70	DOPISSM	-	IPS	-	17	13619	-	
2	STATS Special to DC on TD Proj. [redacted]	3	2	6	2	2	70	-	-	do	-	44	35828	-	
3	NATO SEATO CENCO Annual Inventory	1	2	5	1	3	70	DA/CLASS CONTROL OFFICER	OP	1	12	6716	-	3	
4	05-039 Rpt. to DDS	1	3	8	1	4	70	DOSS	SS	-	572	368052	-	4	
5	05-040 Justly Rpt. to Secretary of Labor	4	3	10	4	5	70	SEC LABOR CRR-TITLE 29	SS	5	28	17300	-	5	
6	05-041 Budget & Resource Allocation - Nucleus Bus. Group Rpt.	1	2	2	1	-	70	OS	ITC	-	2	1918	-	6	
7	05-042 Contractor Inspection Rpt.	7	-	1	2	2	70	OL	-	ARB	-	6	5160	-	
8	05-043 TSCC Annual Rpt.	1	2	6	1	2	70	OS	-	TD	5	13	8934	-	
9	05-044 Status Rpt. of Auto Scan Diagnostic DOPISSM	3	1	6	2	2	70	DOPISSM	-	IPS	-	24	18608	-	
10	05-045 Secure Room Installations	4	3	15	1	12	70	EOP	LTR 10/7/63	TD	-	228	164548	-	
11	05-046 Minimum Safety - Rpt. to the President	4	3	8	1	5	70	EOP	-	SS	-	156	132116	-	
12	05-047 DDS Rpt. on Security Violations	1	1	20	12	4	70	OS	-	OP	1	120	46608	-	
13	05-048 Special Statistical Rpt.	1	1	7	12	3	70	OS	-	PSD	1	24	16608	-	
14	STATS-49 Telegraph Statistical Rpt.	1	3	4	4	1	70	-	-	FIELD	-	44	29480	-	
15	05-050 Consolidated Ltr. Br. Org. Rpt.	3	1	2	1	1	70	DOC1	MEMO 4/14/62	SRNCN	1	1	377	-	
16	05-051 SRS Clinical Activities Rpt.	1	1	1	52	1	70	OS	-	SRCN	7	156	45392	-	
17	05-052 Demo for handover Rpt. to DDS via Self Inf.	1	2	2	52	1	70	OS	-	EPO	-	17	12220	-	
18	05-053 Cost Analysis	1	1	3	1	3	70	do	-	do	1	51	43489	15	
19	05-054 SRS Oper. Activities Rpt. (why)	1	3	22	52	1	70	do	-	SRS	22	874	413941	-	
20	05-055 Rpt. to AB on Taxeering & Overstepping Capability	4	2	5	1	3	70	ATG GEN	do	-	EPO	2	6	4171	-
21	05-056 ADP Mgmt. Info. Rpt.	1	1	4	2	3	70	DOCS/IPC	PAB-A-23	IPB	-	2	47193	-	
22	05-057 Consolidated Rpt. on Info. Handling & ADP Mgmt.	7	2	3	2	1	70	DOCS/IPC	PAB-A-79	?	4	128	80234	-	
23	05-058 NBC Capitalization Rpt.	1	1	3	2	1	70	OS	-	SAC/WFO	-	8	7180	-	
24	05-059 Post Office Box & Line Address Inventory	1	1	3	1	1	70	do	-	do	21	8600	-	24	
25	05-060 OS Statistical Rpt.	1	1	2	12	7	70	OS	-	EPO	17	3360	1636356	-	
26	05-061 Program Call	5	2	10	1	1	70	OPPB	-	EX	11	1113	936790	-	
27	05-062 Weight Estimation of Significant Activities	7	2	13	52	8	70	OL	-	EPO	18	9308	1562349	-	
28	05-063 105 Fed. Consolidated State of Condition - Fiscal Rpt.	1	1	1	1	2	70	OS	-	IOS	12	10	5472	-	
29	05-064 Monthly Review Check Rpt.	1	1	3	12	1	70	OS	-	[redacted]	-	240	48496	-	
30	05-065 Rpt. of Records Holdings	7	1	3	1	1	70	DOSS/ISS/PAB	-	EPO	8	161	115737	-	
31	05-066 Field Assignment Record	1	1	5	12	2	70	OS	-	IOS	9	12	261416	-	
32	05-067 Measures Taken to Enhance National Counterintelligence Posture	4	2	35	1	30	70	USIB	12/15/69	EPO	8	149	102711	-	
33	05-068 Rpt. to President Foreign Advisory Board	6	2	8	1	1	70	DOSS/PAB	-	EPO	8	231	254921	-	
34	05-069 Significant Accomplishments	6	2	2	1	1	70	-	-	EPO	8	419	335847	-	
35	05-070 Motor Vehicle Operations & Maintenance Record	7	1	4	1	20	70	OL	-	[redacted]	4	13	8285	-	

Office of Security

Control No.	Report Title	Type of Report	Number Prepared	Frequency	Distribution	Processing	ADP Source	Cite Number	Authority	Preparing Component	Feeder Report	Manual Workhours	Computer Reports	Computer Workhours	Cost	STAT
1	08-071 Foreign Language Development Program	7	1	1	1	1	No OTR	HR	AT+S	-	10	7342	-	-	\$144	1
2	05-072 Safehouse Usage Report	7	1	1	2	1	No OH	-	SAFEHOUSE	-	6	4776	-	-	2	
3	05-073 Review of Motor Vehicle Requirements	7	1	3	1	2	No AMODIT	-	AT+S	-	3	1938	-	-	3	
4	05-074 Special Agents Training Course Opt.	7	2	3	1	1	No OTR	-	AT+S	-	6	4884	-	-	4	
5	05-075 Physical Security Courses Rpt.	7	2	3	1	1	No OTR	-	AT+S	-	6	4984	-	-	5	
6	05-076 IOS Senior Agents Seminar Rpt.	7	2	3	1	1	No OTR	-	AT+S	-	6	4984	-	-	6	
7	05-077 Security Officers Field Course Rpt.	7	2	3	1	1	No OTR	-	AT+S	-	6	4984	-	-	7	
8	05-078 Clerical Efficiency Rpt.	7	2	2	12	1	No OP	-	AT+S	-	6	4984	-	-	8	
9	05-079 Rpt. on Long Statistics for OTR	7	1	2	1	1	No OTR	-	ITC	-	12	9320	-	-	9	
10	05-080 Special Clearances - Log by Organization	4	4	Series	12	1	yes	DEP/DEF	MEMO 4/1/62	OCS	3	1040	1310400	-	1790100	10
11	05-081 Special Clearances (Special) - Log by Name	4	4	Series	12	1	yes	do	do	do	3	1040	1310400	-	1790100	11
12	05-082 CAPER - Report #1 - Cases in Process	8	1	-	26	-	yes	-	HR	do	1	-	35010	-	STAT	12
13	05-083 CAPER - #2A Status Rpt./Proc. Cases (Pending)	8	1	-	26	-	yes	-	do	do	1	-	35010	-	408	13
14	" " #2B Status Rpt./Other Pending Cases	8	1	-	26	-	yes	-	do	do	1	-	35010	-	408	14
15	05-084 CAPER - Log #3 - Cases Closed During the Month	8	1	-	26	-	yes	-	do	do	1	-	-	-	-	14
16	05-085 CAPER - Log #4 Proc. Year - Factory Closed with Case	8	1	-	26	-	yes	-	do	do	1	-	35010	-	408	15
17	05-086 CAPER - Log #5 Analysis Proc. in Closed Accts. Cases	8	1	-	26	-	yes	-	do	do	1	-	35010	-	408	16
18	05-087 " " #6 - Major Statistics	8	1	-	26	-	yes	-	do	do	1	-	35010	-	408	17
19	05-088 " " - Last A - Status Proc. Cases in Proc. in AS/CD	8	4	-	26	-	yes	-	do	do	1	-	35010	-	408	18
20	05-089 " " - Last B - Status Proc. Cases in Proc. in ID	8	4	-	26	-	yes	-	do	do	1	-	35010	-	408	19
21	05-090 " " - Last C - Deferred Status Cases	8	4	-	26	-	yes	-	do	do	1	-	35010	-	11016	20
22	05-091 " " - Last D - Status Proc. Cases in Proc. in Both. Both	8	4	-	26	-	yes	-	do	do	1	-	35010	-	12424	21
23	05-092 " " - Last E - Status Proc. Cases in Proc. in SEC/CD	8	4	-	26	-	yes	-	do	do	1	-	35010	-	816	22
24	05-093 " " - Last F - Status of Other Cases in Apprend Process	8	4	-	26	-	yes	-	do	do	1	-	35010	-	408	23
25	05-094 " " - Last G - Status of Other Cases in Proc. in ID	8	4	-	26	-	yes	-	do	do	1	-	35010	-	2352	24
26	05-095 " " - Last H - Status of Other Cases in Proc. in Both	8	4	-	26	-	yes	-	do	do	1	-	35010	-	15564	25
27	05-096 " " - Last I - " " " " " in SEC/CD	8	4	-	26	-	yes	-	do	do	1	-	35010	-	12424	26
28	05-097 " " - Last J - Most + Some Over Cases that have been Reopened	8	4	-	26	-	yes	-	do	do	1	-	35010	-	408	27
29	05-098 " " - Last K - Most + Some Cases Closed (During month)	8	4	-	26	-	yes	-	do	do	1	-	35010	-	408	28
30	05-099 " " - Last L - Over + Some Current Cases Opened	8	4	-	26	-	yes	-	do	do	1	-	35010	-	6528	29
31	05-100 Credentials by Alpha	8	4	6	12	3	yes	-	do	do	1	-	35010	-	14280	30
32	05-101 Credentials - Programs Reptd by office	8	4	4	12	3	yes	-	do	do	1	-	2400	-	30622	31
33	05-102 Credential Operations, F-FAA-CR-ID	8	4	4	12	2	yes	-	do	do	1	-	2400	-	25920	32
34	05-103 Credentials / Programs - F-FAA AL/PA	8	4	4	12	3	yes	-	do	do	1	-	2400	-	11808	33
35	05-104 Credentials by Credential number	8	4	6	12	3	yes	-	do	do	1	-	2400	-	3744	34

Office of Security

Control No.	Report Title	Type of Report	Number prepared	Frequency	Distribution	APR Reviewing	Authority Source	Cite Number	Preparing Component	Feeder Report	Manuals Number	Reports Cost	Computer Manhours	Reports Cost
1	Report Title													
2	C+P Telephone Badges by Alpha	Report	6	4	5	12	5	yes	-	HR	025	1	384	-
3	C+P Telephone Delitions by Alpha	Report	8	4	3	12	2	yes	-	do	do	1	384	-
4	C+P Telephone Delitions by Badge No.	Report	8	4	3	12	2	yes	-	do	do	1	384	-
5	Visitor - No Escort/Watchman Post by Alpha	Report	8	4	4	4	3	yes	-	do	do	1	90000	-
6	Visitor - No Escort/Watchman Post by Alpha by office	Report	8	4	3	4	3	yes	-	do	do	1	90000	-
7	Visitor - No Escort/Watchman Post by Badge No.	Report	8	4	3	4	3	yes	-	do	do	1	90000	-
8	Visitor - No Escort/Watchman Post by Office	Report	8	4	3	4	3	yes	-	do	do	1	90000	-
9	Visitor - No Escort/Watchman Post by Badge	Report	8	4	2	4	1	yes	-	do	do	1	90000	-
10	Visitor - No Escort/Watchman Post by Badge Sequence	Report	8	4	3	12	3	yes	-	do	do	1	10296	-
11	Staff Badge Number Sequence	Report	8	4	8	12	8	yes	-	do	do	1	10296	-
12	Staff Badge by Name Sequence	Report	8	4	2	12	2	yes	-	do	do	1	10296	-
13	Staff Badge Number Alpha by Badge Sequence	Report	8	4	2	12	2	yes	-	do	do	1	10296	-
14	Staff Badge Alpha by Badge Sequence	Report	8	4	2	12	2	yes	-	do	do	1	10296	-
15	Staff Badge Letters by Alpha	Report	8	4	2	12	2	yes	-	do	do	1	10296	-
16	Staff Badge Alpha by Area Code	Report	8	4	3	4	8	yes	-	do	do	1	10296	-
17	Contract and Non Agency Employees	Report	8	4	3	4	3	yes	-	do	do	1	10296	-
18	Non Agency Employees	Report	8	4	3	4	2	yes	-	do	do	1	10296	-
19	6-50 Alpha Listing	Report	8	4	6	12	6	yes	-	do	do	1	1500	-
20	6-50 (Badge) Number	Report	8	4	4	12	4	yes	-	do	do	1	1500	-
21	6-50 Delitions by Alpha	Report	8	4	4	12	2	yes	-	do	do	1	1500	-
22	6-50 Delitions by Badge Sequence	Report	8	4	4	12	2	yes	-	do	do	1	1500	-
23	Visitor - No Escort Alpha Listing	Report	8	4	4	12	3	yes	-	do	do	1	3600	-
24	Visitor - No Escort Alpha Listings	Report	8	4	4	12	2	yes	-	do	do	1	3600	-
25	Visitor - No Escort Alpha Delitions	Report	8	4	4	12	2	yes	-	do	do	1	3600	-
26	Visitor - No Escort Alpha Delitions	Report	8	4	4	12	3	yes	-	do	do	1	3600	-
27	Visitor - No Escort by Badge No.	Report	8	4	4	12	3	yes	-	do	do	1	3600	-
28	Visitor - No Escort Delitions by Alpha	Report	8	4	3	12	2	yes	-	do	do	1	3600	-
29	Visitor - No Escort Delitions by Badge No.	Report	8	4	3	12	2	yes	-	do	do	1	3600	-
30	C+P Telephone by Badge No.	Report	8	4	4	12	3	yes	-	do	do	1	384	-
31														
32														
33														
34														
35														

Office of Finance

PPS - Policy and Planning Staff
(S+AS)AD - Accounts Division

• ACS - Accounts Control System

AD - Accounts Division

FPS - Financial Reports Section

PAS - Property Accounts Section

C+L - Certification & Liaison Division

C+TD - Compensation & Tax Division

PSB - Payroll Support Branch

ICAO - Industrial Contract Audit Division

MD - Monetary Division

OCS - Office of Computer Services

PS+A - Proprietary Systems and Accounts Div.

SS - Support Staff

PI - Proprietary Instrumentality

OFFICE OF Finance

Control No.		1	2	3	4	5	6	7	8	9	10	11	12	13
	Type of Report	Copies Prepared			Frequency Distribution	Processing Source	Authority Number	Prepared Component	Entered Reports	MANUAL Reports	REPORTS	Computer Entries	Reports	
1	OF-001	Program Plans - 5 yrs	4	3	5	1	2	No	OMB	-	All	28	168	1568 11
2	OF-002	Fin. Mgmt. Impression. Rpt.	4	3	22	1	17	No	BOB	Bul. 74-13	PPS	2	194	1144 89
3	OF-003	Significant Accomplishments	6	2	12	1	15	No	DOS	DOS 63-4013	PPS	-	176	204551
4	OF-004	Rpt. Records Destroyed	1	1	2	4	2	No	OF	OF 1-528	All	-	36	35206
5	OF-005	Annual Inv. of Records - F-138	2	1	2	1	1	No	DAS/SS/MS	do	do	-	127	656 93
6	OF-006	Wkly. Act. Rpt - NDS	6	5	52	1	No	DOA/SS/MS	-	do	-	468	2920 24	
7	OF-007	Sold. Supply. DCT Certif. for Expend.	3	1	3	4	3	No	DCI	Pl. 110	SVAS	1	256	1210 22
8	OF-008	SK-1034 - DCI Expend. Certif.	3	1	3	4	2	No	do	do	do	-	1	280
9	OF-009	Bal. of Payroll. Rpt.	5	10	2	4	2	No	OPPB	Box 01-A-50	do	1	52	25684
10	OF-010	Status of Funds - Other Govt. Agencies	1	1	8	12	4	No	OF	OF 1-34	do	2	348	1626 36
11	OF-011	Construction Rpt.	STAT	4	1	2	12	No	TREAS	TL 1836-49	do	-	1	552
12	OF-012	Status of Agency (Agency)	4	1	3	12	3	No	BoB	Co A-34	do	1	72	4628
13	OF-013	Status of Agency (Other Govt. Agencies)	4	1	3	4	3	No	do	do	do	1	1	3684
14	OF-014	67th Ann. Adv. - Other Govt. Agencies	5	1	3	12	3	No	OPPB	-	do	-	1	13
15	OF-015	Fin. Rpt. - [redacted]	1	1	3	4	2	No	OF	-	do	1	12	6528
16	OF-016	Adv. Other Govt. Agg. Exp + Unexp.	1	1	5	4	2	No	OF	-	do	1	16	6812
17	OF-017	Status of CIA Constr. Approv.	4	1	4	4	4	No	CISA	HR	do	1	92	59852
18	OF-018	Rpt on Budget Status - Construction	4	1	34	4	2	No	BoB	Cis A-34	do	3	72	47432
19	OF-019	Stat. of Finance - Comata - SF-224 *	4	1	2	12	2	No	TREAS	Cis 945	do	4	56	18
20	OF-020	Stat. of Finance - SF-224	4	1	3	12	3	No	BoB	Ca A-11	ACS	3	180	94044
21	OF-021	Status of Oper. Loans	1	3	4	1	2	No	OF	OF 1-22	SVAS	2	21	11922
22	OF-022	Status of Indo - RDC	4	1	5	12	2	No	Dept/Army	-	SVAS	2	72	40840
23	OF-023	Status of Indo - RDC - Suppy. Schedule	4	1	5	4	2	No	do	-	SVAS	2	136	79332
24	OF-024	Analysis of Repar. Inv Bal - F-BA-R 2108	4	1	4	1	3	No	TREAS	CIR 965	SVAS	2	1	22
25	OF-025	Annual Budgeting - DDS	6	3	3	1	1	No	WNS	-	AD	-	30	27060
26	OF-026	Rpt. of Representative - Oper. Entertainment Exp.	3	1	4	1	4	No	NMP	CS 1-30-6	FRS	-	100	52448
27	OF-027	Stringent Image Sold by CSE/KOB	3	1	7	4	3	No	? Compagny 55	FRS	-	8	3044	-
28	OF-028	Rpt. of Inventory - Pers. Prop.	5	1	4	1	4	No	OPPB	Brins 66/63	PAS	-	256	131232
29	OF-029	Fin. Rpt. - TI + TII - FPA Station	7	12	2	2	2	No	OL	Memo 7/10/61	PAS	-	5	4542
30	OF-030	Activity Rpt.	1	1	2	12	2	No	OF	-	SVAS	3	62	5892
31	OF-031	Agency Financial Rpt. *	2	3	18	1	16	No	OF	HR	SVAS	2	801	679642
32	OF-032	Delinquent Advances	1	1	1	12	1	No	OF	-	SVAS	-	10326	1093716
33	OF-033	Status of Under Obj. - "M" Acc.	1	3	3	1	2	No	OF	OF 1-45	SVAS	2	131	86195
34	OF-034	Stat. of Fin. Condition - CEAF	2	1	1	12	2	No	HR	-	SVAS	-	34	21330

Office of Finance

Control No.	Report Title	Type of Report	Copies Required	Frequency	Distribution	APP Source	Authority Cite Number	Prepared by Component	Entered Reported	Manually Entered	Reports Costs	Computer Entered	Reports Costs
1	2	3	4	5	6	7	8	9	10	11	12	13	
1 OF-035	Activity Rpt.	1	1	3	12	1	No OF	-	C+T	-	240	124068	-
2 OF-036	Special Claims/Problems	1	2	4	12	1	No OF	-	-	-	-	-	1
3 OF-037	Delinquent Advances	1	1	5	12	1	No do	-	-	-	-	-	2
4 OF-038	Status of Shortage Cases	1	1	3	12	1	No do	-	-	-	-	-	3
5 OF-039	Statistical Sampling of Thalers	6	1	5	12	1	No NNS	-	-	-	-	-	4
6 OF-040	Summary of Losses Sustained by Cos's	1	1	5	4	1	No OF	OF1-55	do	-	4	1400	-
7 OF-041	Bonding Rpt.	1	1	2	2	1	No OF	-	-	-	8	4010	-
8 OF-042	Contamination Thalers	6	1	8	2	1	No NNS	-	-	-	36	21348	-
9 OF-043	PL-88-588 - Personal Prop. Leased	2	1	7	1	1	No NNS	PB 88-588	do	-	18	4994	-
10 OF-044	Contra Cost Letters - PMS Maint of Rec Prop. Vehicles	2	3	7	1	1	No OF	HHS	do	-	3	1567	-
11 OF-045	Rpt. Shortage & Measure of Loss	5	3	16	1	1	No OPPB	-	-	-	120	146163	-
12 OF-046	Loss of Classified Material & Other Sec. Dev.	1	2	4	1	1	No OF	-	-	-	1	221	-
13 OF-047	Significant Ingotitis Admin Test.	6	2	8	1	1	No NNS	-	-	-	-	-	12
14 OF-048	Activity Rpt.	1	1	3	12	1	No OF	-	C+TD	-	96	101760	-
15 OF-049	PCRCRS Bal. Ind. Bal.	1	1	5	12	1	No OF	OF1-131	do	-	12	3600	-
16 OF-050	Purchasing - Returned Cases to CSC	1	1	4	12	2	No OF	-	PSB	-	60	22800	-
17 OF-051	CIMES Total Balances	1	1	6	4	3	No OF	OF1-131	C+TD	-	16	9600	-
18 OF-052	Balance of Payment	5	1	4	4	2	No OPPB	143	PSB	-	8	3040	-
19 OF-053	FE821 - Regular & Optional	7	1	3	4	1	No OP	1964	PSB	-	12	3802	-
20 OF-054	Overpayment - Admt. Prod. by Payroll Deductions	1	1	1	2	1	No OF	1967	C+TD	-	4	1926	-
21 OF-055	Consolidated Ind. Compagny Payroll Deductions	7	1	3	1	1	No OP	-	C+TD	-	1	215	-
22 OF-056	Survey of Central Internal Controls, Inst. Sys. & Fin. Controls	2	3	6	Regular	2	No OF	HR	ICAO	2	168	96516	-
23 OF-057	Analysis of Cost Proposal	2	3	6	Periodic	2	No do	do	do	-	1	1080	507640
24 OF-058	Contract Awards	2	3	6	Periodic	2	No do	do	do	-	1	4732	2623711
25 OF-059	Statistical Option Activities of ICAD	1	1	1	12	1	No OF	-	do	3	48	35976	-
26 OF-060	Audit of Admst. Exp. Allocation Rates	1	3	6	Periodic	2	No HR	-	do	1	216	137124	-
27 OF-061	Review of Admst. Exp. Allocation Rates	1	3	6	Periodic	2	No do	do	do	-	472	261506	-
28 OF-062	Audit Schedules	1	1	20	2	12	No do	-	do	3	408	233456	-
29 OF-063	Margin Power - Hours Expended	1	1	1	2	1	No do	-	do	-	16	10170	-
30 OF-064	Annual Briefing - DDS	6	2	-	1	-	- NNS	-	do	-	10	11740	-
31 OF-065	ICAO Rev. + Location Listing	1	1	10	4	10	No OF	-	do	-	4	1556	-
32 OF-066	Parking Permit Register F-2749	1	1	3	12	2	No OF	-	do	-	12	3968	-
33 OF-067	Check Processed from [redacted]	1	1	6	12	3	No OF	-	MD	-	12	4668	-
34 OF-068	Card Balance Rpt. - Field Stations	1	1	1	4	1	No do	-	do	-	96	3734	-
35 OF-069	Card Bal. Rpt. ~ Field Stations	1	1	1	4	1	No do	-	do	-	128	49978	-

Office of Finance

Serial No.	Report Title	STAT	Type of Report	Copies Prepared	Frequency	Distribution Processing	Authority Source	Date Number	Preparing Congenit	Leader Reports	Manual Hours	Opente Cost	Computer Hours	Reports Costs	
1	Cost Est. Lpt. - Field Stations	1	1	1	1	1	No	OF	-	MP	-	80	31120	-	- 1
2	Overseas [] Inventory	1	1	1	4	1	No	do	-	do	-	24	9326	-	- 2
3	Rep. for Selected Training Ctr. Interrelated Ctrs. & Doc.	1	2	7	4	3	No	do	FOOP-30375	PPS	-	16	8948	-	- 3
4	OF-073 - Activity Lpt.	1	3	1	6	1	No	do	-	do	-	30	311368	-	- 4
5	OF-074 Accomplishments in the New Mgmt. of ADP	7	3	3	3	1	No	DX/SSS	B6C0A-79	do	3	14	10818	-	- 5
6	OF-075 ADP Report, Infra Sys. Lpt.	7	1	8	2	4	No	do	B6C0A-804	do	1	4	2974	-	- 6
7	OF-076 Investigation Rep. for Various Claims for Disruption of Pay	7	3	2	-	1	No	DDS	HR	do	1	5050	3550554	-	STA 7
8	OF-077 Budgets - DDS	B	3	-	1	-	No	do	-	do	-	18	20812	-	- 8
9	OF-078 CIRADS Proj. of Activity & Budget Est.	5	3	13	1	7	No	OPPB	-	do	2	84	76496	-	- 9
10	OF-079 Actuarial Study of CIRADS	5	3	-	-	-	No	? PLS88-643	OCS	-	16	22444	-	- 10	
11	OF-080 CIA Int'l Policy Committee (Econ. & Policies)	6	3	15	1	8	No	NNS	70-0371	PPS	-	19	16859	-	- 11
12	OF-081 Econ. Re. Stats. / G.L. Costs F-2816	1	3	230	12	1	No	FDOP20-385	do	-	1380	604440	-	- 12	
13	OF-082 Stat. re to Setting Budget List - F-2321	4	3	12	12	6	No	TREAS	-	do	36	22212	-	- 13	
14	OF-083 Inventory of Inv. Commodity Stocks - Monetary Div.	1	3	7	4	3	No	OF	Prima/1/151	do	-	388	337976	-	- 14
15	OF-084 List of Inv. Received from Rep. Pay. Div.	4	1	7	1	2	No	OPPB	-	OCS + A	-	38	37626	-	- 15
16	OF-085 Sign. Rep. Inv. Inv. for Cpt. Inv. Lpt.	1	3	4	1	1	No	OF	-	OCS + A	3	14	10363	-	- 16
17	OF-086 Activity Lpt.	1	1	6	12	2	No	OF	-	do	-	156	77640	-	- 17
18	OF-087 Len. Rep. for Budget Inv.	1	1	6	2	3	No	OF	-	do	-	122	165332	-	- 18
19	OF-088 Material - DDS Budget	1	3	6	1	1	No	do	-	do	-	8	6022	-	- 19
20	OF-089 [] STAT	1	2	5	4	2	No	do	-	do	1	228	199244	-	- 20
21	OF-090 Notice of Delin. Acctg. STAT	6	2	2	12	1	No	SSA/DDS	-	do	-	10	9840	-	- 21
22	OF-091 Rep. to Component After Treasury Stmt.	1	1	2	124	1	No	OF	-	do	-	64	36000	-	- 22
23	OF-092 Analysis [] Fin. Stats	6	3	6	4	2	No	SSA/DDS	-	do	1	28	39204	-	- 23
24	OF-093 Fin. Lpt.	6	1	5	4	2	No	do	-	do	-	108	92940	-	- 24
25	OF-094 Rep. of Delin. on Hand	1	2	1	52	-	No	OF	-	do	-	52	38636	-	- 25
26	OF-095 EAA Developments	1	2	2	Occasionally	1	No	OF	-	do	-	12	12840	-	- 26
27	OF-096 [] STAT	1	1	2	4	1	No	OF	OF-134	do	-	4	155184	-	- 27
28	OF-097 [] STAT	1	1	2	1	1	No	OF	OF-134	do	-	6	258041	-	- 28
29	OF-098 Congressional Budget	5	3	10	1	3	No	OPRB	-	SS	-	34	20143	-	- 29
30	OF-099 Budgetary Analysis - OF	1	1	2	12	2	No	OF	HR []	do	1	72	44426	-	STA 30
31	OF-100 Space Utilization Survey	7	1	2	4	2	Yes	OL	-	do	1	5	3296	-	- 31
32	OF-101 Newsprint Purchased Subsidiary List	3	1	2	1	2	No	ANL/CPS	-	do	-	1	824	-	- 32
33	OF-102 Certif. Used Orlng - Current by	1	2	3	1	2	No	OF	-	do	-	1	393	-	- 33
34	OF-103 Licensed Apprs.	1	2	3	2	2	No	OF	-	do	-	1	383	-	- 34
35	OF-104 Fin. Act. Programming Level	3	1	1	1	2	No	OCS	HR	do	-	1	537	-	STA T35

Control No.	Report Title	Type of Report	Copies Prepared	Frequency	Distribution	ADP Processing	Source	Authority	Site Number	Prepared by Component	Reader Reports	Manual Workbooks	Reports Costs	Computer Workbooks	Reports Costs	
1	Det. Oper. Plan. Serv. Act. Target Contr.	3	1	3	Bi-Weekly	2	OCS	HR	SS	-	1	16.11	-	-	STAT 1	
2	Inventories of Proc. Inv. Ser. Act. + Office Equip.	2	1	2	1	2	No	OL	HR	SS	1	2	13.99	-	- 2	
3	OF-107 Summary of Expenditures	2	1	3	12	2	YPO	OF	HR	do	-	12	64.44	-	- 3	
4	OF-108 Advance Planning Staff	7	1	2	1	2	No	OP	-	do	-	2	13.93	-	- 4	
5	OF-109 Non-Staff - OF	7	1	2	4	2	YPO	OP	-	do	-	4	15.78	-	-	
6	OF-110 Clerical Requirements	7	1	2	12	2	No	OP	-	do	-	24	188.28	-	- 6	
7	OF-111 Sensitive Indicator Panel Rpt.	3	2	2	4	1	No	DDP/RIO	Prima 2/16/68	do	2	2	13.52	-	- 7	
8	OF-112 OF History Project	7	2	2	4	1	No	DOS	do	-	8	81.28	-	- 8		
9	OF-113 Duty Officer Roster	7	2	30	4	8	No	DDS	HR	AI-64-44, 64-5	do	-	8	47.28	-	STAT 9
10	OF-114 Possible Missions Usage - OF	7	3	2	Bi-Weekly	1	No	DDS/SS/PRM	do	-	4	21.52	-	- 10		
11	OF-115 Employees - Snow Emergencies	6	2	3	Bi-Weekly	2	No	NRS	AI-64-3	do	-	1	17.02	-	- 11	
12	OF-116 Emergency Plan	2	2	3	Bi-Weekly	2	No	OF	HR	do	-	3	34.72	-	STAT 12	
13	OF-117 Destruction Report	1	1	2	4	2	No	OF	GFI-52	do	-	4	21.48	-	- 13	
14	OF-118 Office Estimate	5	3	10	1	3	No	PAB	-	do	-	92	60.902	-	- 14	
15	OF-119 Class "A" Inv. Rpt. (SAC/SIS/SS/146-3)	2	1	3	12	1	No	OF	FBI/DOD	25	364	1699.776	-	-	STAT 15	
16	OF-120 " " " (" - GFIy " " ")	2	1	3	4	1	No	do	do	25	354	6314.16	-	- 16		
17	OF-121 Class "A" Inv. Rpt. - Annual	2	1	3	1	1	No	do	do	25	364	2124.72	-	- 17		
18	OF-122 Rpt. Shortages & Overages	2	3	-	Bi-Weekly	-	No	do	do	9	10	11.740	-	- 18		
19	OF-123 Off. of Representation & Oper. Entertainment	3	1	5	1	2	No	DDP	-	do	156	300	1521.00	-	STAT 19	
20	OF-124 Update. Oper. Inv. - BA-1653	4	1	3	12	-	-	TREAS	-	-	-	-	-	-	- 20	
21	OF-125 " " " Inv. Only. Only. Capital Appro.	2	1	-	1	-	-	OF	HHC	Agency	55	520	4182.40	-	STAT 21	
22	OF-126 Billing Inv. - (Bills) & more	2	3	-	12	-	-	OF	HHC	do	18	648	4717.44	-	- 22	
23	OF-127 Service & Appr. Appro. Inv. Avail. to Acq.	8	3	-	1	-	-	OF	-	OPPB	-	18	144.32	-	- 23	
24	OF-128 Inv. Status of Contracts. Proj. - F-692	4	1	-	12	-	-	GSA	-	GSA	-	-	-	-	- 24	
25	OF-129 Acq. Inv. Rpt.	1	3	-	1	-	-	OF	-	OF	6	16	43.68	-	- 25	
26	OF-130 Rpt. Budget Status - ST 133-Contracts	4	-	-	12	-	-	BAB	CIA A-34	GSA	-	-	-	-	- 26	
27	OF-131 T-1 FOIA Rpt.	2	1	3	12	2	-	OF	-	Field	7	2016	11643.68	-	STAT 27	
28	OF-132 T-2 FOIA Rpt.	2	1	3	12	2	-	OF	-	do	122	26,680	130397.80	-	- 28	
29	OF-133 Long Issues & Receipts Rpt.	7	1	2	1	2	YPO	OF	-	OL	-	-	-	-	- 29	
30	OF-134 Long Issues & Receipts of Control Rpt.	7	1	2	2	2	No	OF	-	OL	-	8	80.56	-	- 30	
31	OF-135 Long Real Inv. Capital Cost Rpt.	7	1	2	2	2	No	OF	-	OL	-	8	80.56	-	- 31	
32	OF-136 Declared Non-Conf. Crypt. Material	7	1	2	2	2	No	OF	-	OC	-	2	12.22	-	- 32	
33	OF-137 Customer Furnished Equip. -	8	1	2	4	2	No	OF	-	DDP/SDO	-	16	137.60	-	- 33	
34	OF-138 Shortages & Losses	8	3	-	Bi-Weekly	YPO	-	DDP/H-F	-	-	-	150.00	150.00	-	STAT 34	

Control No.	Report Title	Type of Report	Copies Prepared	Agency	Distribution	PPB Processing	Authority Act	Title	Prepared by	Federal Reports	Manual Reports	Computer Reports	Reports Cost
							Source Number	Improvement	Improvement	Manhours	Manhours	Manhours	
OF-139	Shortages of Tools Sustained by CAS's	1	1	-	4	-	700	OF	OF 155	AD	-	2500	-
OF-140	Bonding of Employees	2	2	-	Various	-	700	OF	HHS	-	-	10000	-
OF-141	Integrated Settlement Stat. F-948	2	1	2	1	1	700	OF	Field	-	50	28800	-
OF-142	Non-Official Cover Report	9	1	1	4	1	700	OF	Contract	-	100	230000	-
OF-143	Newly Insured Employees	7	1	2	Special	1	700	OF	Contractor	-	-	-	4
OF-144	Bank Acct. Balances	8	1	2	12	-	700	OF	-	20	6	2580	-
OF-145	Currencies Purchased	8	1	2	12	1	700	OF	Field	-	36	33984	-
OF-146	Fin. Mgmt. Imp. Rpt. (Fader)	4	2	2	12	17	700	BOB	Bul 70-13	OPPB	-	96	90624
OF-147	Fin. Mgmt. Imp. Rpt. (Fader)	4	2	2	1	17	700	BOB	do	SIPS	-	7	8000
OF-148	EV/Int. Transcr. Fin. Mgmt. Imp. (Fader)	4	1	2	1	17	700	do	do	OTR	-	3	3408
OF-149	CFADS Projection (Fader)	5	1	2	1	7	700	OPPB	-	-	5	1882	-
OF-150	Fin. Stats. - Bal. Shts - Stmt. of Income	1	1	4	4	3	700	OF	-	-	-	-	-
OF-151	Admin. Plus	4	2	14-14 Wk Reg.	6-8	700	OPPB	HHS	-	3	5688	4509873	1145
OF-152	Cost Est. - Cost Control - Inst.	9	3	3	Special	3	700	OF	HHS	-	1147	1058765	STA
OF-153	Base Contract Comparisons	7	1	1	4	-	700	OF	-	-	8	16000	-
OF-154	Liaison Team Rpt. on Open Contracts	1	1	1	4	1	700	OF	-	-	20	8000	-
OF-155	Corporation Annual Rpts.	9	3	1	-	1	700	OF	-	-	40	24000	-
OF-156	Overhead Submissions	9	1	1	-	1	700	OF	-	-	-	-	-
OF-157	Adv. Agreements - 180, BYP, TE	9	3	1	-	-	700	OF	-	-	-	-	-
OF-158	Negotiated Overhead Rpts.	9	3	1	-	2	700	OF	-	-	-	-	-
OF-159	Program Status	8	1	-	12	48	700	OF	-	-	-	-	-
OF-160	Status of Allocations	8	1	-	12	48	700	-	-	-	-	104840	183168
OF-161	Obligation Status	8	1	-	12	48	700	-	-	-	-	104840	172800
OF-162	Adv. Oblig. Summary	8	1	-	12	48	700	-	-	-	-	262100	1152000
OF-163	Property Issues	8	1	-	12	48	700	-	-	-	-	53420	2520000
OF-164	Schedule of Encumbrances	8	1	-	12	48	700	-	-	-	-	62944	50440
OF-165	6 Month Oblig. Summary	8	1	-	2	48	700	-	-	-	-	10484	28800
OF-166	6 Month Property Issues	8	1	-	2	48	700	-	-	-	-	10484	204000
OF-167	Budget Rpt.(V Regress Only)	8	1	-	12	48	700	-	-	-	-	10484	60000
OF-168	Involved Taxes (Payroll Only)	8	1	-	252	48	700	-	-	-	-	10484	78000
OF-169	Acc. 131 - Cash with Headquarters	8	1	-	12	3	700	-	-	-	-	-	65520
OF-170	Acc. 1431 - Acc. for Salinity Proj.	8	1	-	12	14	700	-	-	-	-	10484	2448
OF-171	(Acc. 1432 - Acc. to Projects not subsidy)	8	1	-	12	14	700	-	-	-	-	10484	3160
OF-172	Acc. 1439 - Proj. Adv. in Transit	8	1	-	12	14	700	-	-	-	-	10484	5704
OF-173	Acc. 1441 Adv. to Cgy. Recs. (Regular Roll)	8	1	-	12	48	700	-	-	-	-	10484	34560
										-	-	52420	288000

Office of Finance

Control No.	Report Title	Type of Report	Copies Prepared	Frequency	Distribution	ADP Processing	Source	Attribute	Cite Number	Referring Congenent	Lender Reports	Manual Notices	Report Cost	Computer Notices	Reports Cost	
OF-174	Act. 1442-Adv. to Agency Peronal Acc'ts	8	1	-	12	48	yes	OF	-	OCS	-	-	\$2420	-	288.00	1
OF-175	Act. 1443-Adv. to Agency Pers. -Continuing	8	1	-	12	48	yes		-	-	-	-	52420	-	288.00	2
OF-176	Act. 1469-Adv. to Non-Expt. Activities for Comp. & Other	8	1	-	12	14	yes		-	-	-	-	10484	-	5760	3
OF-177	Act. 1475-Officer Inspec. Funds	8	1	-	12	48	yes		-	-	-	-	10484	-	128.80	4
OF-178	Act. 1479-Misc. Oper. Adv.	8	1	-	12	48	yes		-	-	-	-	10484	-	288.00	5
OF-179	Act. 1501-Adv. to Stations-Acknowledged	8	1	-	12	8	yes		-	-	-	-	10484	-	108.00	6
OF-180	Act. 1505-Adv. to Stations-Harbor Corp & Sub. Stns.	8	1	-	12	8	yes		-	-	-	-	10484	-	115.20	7
OF-181	Act. 1507-Adv. to Stations-Harbor Field Sta.	8	1	-	12	8	yes		-	-	-	-	10484	-	72.00	8
OF-182	Act. 1601-Invest. in Proprietary Proj.	8	1	-	-	14	yes		-	-	-	-	10484	-	339.84	9
OF-183	Act. 1605-Invest. in Acq. Contested Act. Subsidies	8	1	-	12	14	yes		-	-	-	-	10484	-	86.40	10
OF-184	Act. 1606-Invest. in Oper. Invst. Proj.	8	1	-	12	44	yes		-	-	-	-	10484	-	115.20	11
OF-185	Act. 1607-Operational Loans	8	1	-	12	14	yes		-	-	-	-	10484	-	28.80	12
OF-186	Act. 1723-Materials Enclosed for Ship Operations & Subs	8	1	-	12	1	yes		-	-	-	-	10484	-	576.00	13
OF-187	Act. 1723-Materials Enclosed for Ship Operations & Subs	8	1	-	12	1	yes		-	-	-	-	10484	-	576.00	14
OF-188	Act. 1725-Materials Transf. to Adv.	8	1	-	12	1	yes		-	-	-	-	10484	-	15.84	15
OF-189	Act. 1743-Prop. in New F.I.I. Installations	8	1	-	12	1	yes		-	-	-	-	10484	-	216.00	16
OF-190	Act. 1751-Money & Prop. Purchases-F.I.I. Install	8	1	-	12	1	yes		-	-	-	-	10484	-	144.00	17
OF-191	Act. 1753-Money & Prop. in Trans-F.I.I. & III	8	1	-	12	1	yes		-	-	-	-	10484	-	43.20	18
OF-192	Act. 1913-Deferred Debt-Prop. Received	8	1	-	12	1	yes		-	-	-	-	10484	-	316.80	19
OF-193	Act. 3165-Adv. to Agency Pers. -Adv. Deferred	8	1	-	12	44	yes		-	-	-	-	10484	-	51.84	20
OF-194	Act. 3288-Misc. Costs	8	1	-	12	48	yes		-	-	-	-	10484	-	43.20	21
OF-195	Act. 4249-Prop. Purchased - Open Items	8	1	-	4	1	yes		-	-	-	-	10484	-	192.00	22
OF-196	Act. 4250-Prop. Purchased - Open Items- Delays etc	8	1	-	4	1	yes		-	-	-	-	10484	-	96.00	23
OF-197	Act. 3101-Money Subsidies & Grants	8	1	-	12	44	yes		-	-	-	-	10484	-	34.56	24
OF-198	Act. 1303-Payments to be Routed to IRS	8	1	-	12	44	yes		-	-	-	-	10484	-	576.00	25
OF-199	Act. 1305-Trans. with Adm. Further Planning Reg.	8	1	-	12	48	yes		-	-	-	-	10484	-	144.00	26
OF-200	Station Cost Record	8	1	2	12	2	yes		-	-	446	2679.84	-	3900.00	-	28
28																29
29																30
30																31
31																32
32																33
33																34
34																35
35																